



M E M O R A N D U M

Date: June 16, 2014

To: Shelley Nishikawa
Forms Management Center, FMC

From: Department of General Services
State Administrative Manual (SAM) Unit

Subject: REVIEW OF PROPOSED SAM REVISION #427 FOR SEPTEMBER 2014

SAM sections 1700 - 1740 are scheduled for publication in the upcoming SAM revision package #427 for September 2014.

Please review the attached SAM pages to insure that this revision is correctly incorporated into SAM.

Indicate approval by inserting your signature below and returning this memorandum electronically no later than Friday, June 27, 2014.

If you have any questions or concerns, please contact me at 916-376-1862. Thank you for your cooperation.

Isaac Clark III
SAM Coordinator
SAM Unit
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APPROVAL SIGNATURE

DATE